

# Coconino Community College

## CoCoConnections

Employee newsletter

Week of Dec. 11-17, 2017

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### Dear CCC employees,

It is Finals Week! Only eight more working days until Winter Break begins.

We continue to encourage you to consider *CoCoConnections* for all of your communication needs as we have a circulation of every CCC employee and now comes to you every week at the beginning of the week.

We're always on the hunt for hot news items of interest to our CCC family, which includes, but is not limited to:

- New Hire Announcements
- Employee Events
- Student Events and Activities
- HR Days and Training Activities
- Spotlights on Awards and Recognitions
- Foundation and Volunteer Events

Send you news items by Friday to [dietrich.sauer@coconino.edu](mailto:dietrich.sauer@coconino.edu) or [larry.hendricks@coconino.edu](mailto:larry.hendricks@coconino.edu), and we'll work to get it into the Monday edition.

*The CoCoConnections Team*

### New Hires/Promotions

*Christina Bauer, Student Services part-time advisor.*



*CCC instructors Sandie Dihlmann (left) and Jennifer Jameson recently delivered several care packages to troops stationed overseas this holiday season.*

## Care packages from CCC get sent to troops overseas

CCC Math Instructor Jennifer Jameson's husband Duane is in the U.S. Army and is currently on deployment in the Middle East.

During his deployment, he visited several remote locations with U.S. troops in Iraq and Syria. The living conditions are harsh, and the small necessities of life are often lacking.

Jameson, along with English Instructor Sandie Dihlmann and students from the PTK Honor Society held a drive to collect some of those necessities of life. And last week, they sent off 14 care packages to the troops in those remote locations.



*CCC Math Instructor Maxi Inigo stands with the donated supplies.*

"We thought it would be really nice for them to get those supplies," Jameson said.

Items donated by CCC staff, faculty and students included shampoo, toothpaste, deodorant, soap, snacks and condiments. CCC employees also filled out "thank you" cards to send along.

In total, the effort brought in 107 pounds of donations to be mailed to the troops! The shipping cost was paid for by CCC employees and students who contributed to the PTK nacho sale. According to Jameson, the amount raised was "amazingly" the amount of money needed to ship the packages.

"Thank you so much to CCC employees," Jameson said. "The CCC community really came together for the drive."

The drive was part of the PTK "Honors in Action" project. Each year, PTK does an "Honors in Action" project to strive toward a five-star chapter rating. The goal of an HIA project is to engage the chapter in both an institutional- and community-based project to help educate students and the community. The care-package drive is only a portion of the HIA project. The PTK members are also collecting data and interviewing student veterans for a presentation.

## Auditor General releases CCC 2017 fiscal year audit reports

CCC Business and Administrative Services is happy to report that the Arizona Auditor General has issued the College's fiscal year 2017 audit reports.

The links to the reports are below, along with Report Highlights that provide a higher-level summary of the information contained in the audited financial reports. The Comprehensive Annual Financial Report (Financial Report link) not only gives the audit opinion and financial statements, but it also has additional statistical and narrative information about the College and financial trend data. It is a good resource for anybody wanting to learn more about CCC

If you have any questions about the information in the report, feel free to contact Dean of Finance [Siri.Mullaney@coconino.edu](mailto:Siri.Mullaney@coconino.edu). Happy Reading!

[Financial Report](#)  
[Report Highlights](#)

## CCC President Smith to hold 'listening session' at CCC Dec. 13

President Colleen A. Smith will be holding Listening Sessions at CCC on Wednesday

Everyone is invited to attend this FREE event, with no RSVP needed. The Listening Session at CCC will be on Wednesday, Dec. 13, 11:30 a.m. to 1 p.m., in the Board Room at CCC Lone Tree campus, 2800 S. Lone Tree Road.

President Smith will be asking Flagstaff residents, "If you could have any wish for your community college, what would you like to see?"

Smith will be conducting the session with Kerry Blume, former president and chief executive officer of United Way of Northern Arizona, who has more than 30 years of experience in nonprofit leadership.



Pizza lunch and refreshments will be served.

Any community groups interested in hosting a listening session can do so by contacting Executive Assistant to the President, April Sandoval at (928) 226-4217, or [April.Sandoval@coconino.edu](mailto:April.Sandoval@coconino.edu).



*CCC's Brittney Hornsby (left) and Amanda Gonzalez pick the perfect cookie at last year's contest at the Lone Tree campus.*

## CCC Holiday Cookie Contest showdown on Dec. 14

It's almost time for our annual CCC Holiday Cookie Contest again.

The big event happens Thursday, Dec. 14, 12:30 to 1:30 p.m., in the Faculty Break Room at the Lone Tree campus. Come enjoy some milk, cookies and goodies while celebrating the festive season with your colleagues.

Bring in your best cookies or goodies and win a coveted embroidered CCC oven mitt, lovingly created by CCC's Anatomy and Physiology guru Tom Lehman. Mitts will be offered for winners in the following categories:

- Most Original Recipe or Unique Flavor
- Most Festive Cookies or Goodies
- Best Chocolate-Chip Cookies
- Best 'Healthy' Cookies or Goodies
- Best 'Free' Recipe (gluten-free, sugar-free, dairy-free, vegan, etc.)

Please write or type out your recipe and bring copies with you when you drop cookies off to Sharri Penland at the front desk in the Administration offices by 11:30 a.m. on the contest day for judging at noon.

Sharri is also looking for two more judges to fill out the roster of five to help decide the winners. If you'd like to give your sweet tooth a workout as a judge, email her at [sharri.penland@coconino.edu](mailto:sharri.penland@coconino.edu) or call her at extension 4297.





*CCC's Dr. Aaron Tabor (right) and Andrew Allen will share information during the Dec. 15 "Get the Scoop" session at CCC Page about new science and math classes they will be traveling to Page to teach beginning in the spring.*

## Get the Scoop: CCC Page information extravaganza Dec. 15

Folks at CCC Page will be hosting a "Get the Scoop" event on Friday, Dec. 15.

Featured during the event will be the A-Team of Science at CCC, Dr. Aaron Tabor and Andrew Allen, who will be sharing information on new "hybrid" classes they will be teaching on site in Page every other Friday beginning in the Spring semester.

Additionally, at the event there will be:

- Free food (scoops of chili and ice cream)
- Spring for Success \$750 Spring 2018 scholarship (must submit completed scholarship application at the event)
- CCC Nursing and Allied Health Director Lori Edwards will share information about the Nursing program and admission changes
- Fall 2018 Scholarship Application Kick-Off, with financial aid information from Director of Financial Aid Bob Voytek
- Careers and their costs
- Spring 2018 application, registration and advising assistance
- Canned food drive
- CCC Student Services (TRiO and CCC2NAU) will be there
- Scoop Sheet Scavenger Hunt, with great prizes

The event will be from 1:30 to 3:30 p.m. CCC Page is located at 475 S. Lake Powell Blvd. For more details, contact [Kay.Leum@coconino.edu](mailto:Kay.Leum@coconino.edu) or 928-645-6682.

## CCC faculty, staff, student support Scarves for Scholarships

The Scarves for Scholarships sale last week netted \$670 to apply to Nursing scholarships.

Stacy Fobar, from CCC's Office of Institutional Advancement, sold items that were knitted by CCC faculty, staff, students and volunteers at the Fourth Street Innovation Center and the Lone Tree campus.



*Stacy Fobar selling knitted items at the Fourth Street Innovation Center last week.*

Missed the sale?

Fobar said that scarves are still available for you to browse or purchase. All purchases will benefit the Scarves for Scholarships Nursing scholarship. Come to the Foundation office on the Lone Tree campus to view the remaining scarves for sale.

## Teaching and Learning Center Open House Dec. 14

The CCC Teaching and Learning Center will host an Open House on Thursday, Dec. 14, from 9 a.m. to noon.

Join us for coffee, tea or La Croix, as well as cheese, veggies, and other savory snacks. TLC staff will be on hand to exchange insights, success stories, high fives and fist bumps. We will also answer technology and Canvas questions, help with course mapping worksheets and set up course-design appointments. Come say, "hello," meet our new Canvas guru, David Summer, and join the cookie contest pre-game party!



## CCC wellness events for the week

Here is your weekly email about upcoming wellness events. All employees, spouses, and dependents 12 years and older are able to participate in the wellness classes and events. However, only the employees on the NAPEBT medical health plan are eligible to receive financial incentives.

Complete four (4) weeks of crossword puzzles to earn 1 Wellness Point. For the crossword puzzle for this week, as well as the answers from last week's puzzle, email [Sarah.Southwick@coconino.edu](mailto:Sarah.Southwick@coconino.edu) to request it. Turn in crosswords to a Wellness Committee representative.

### Monday, Dec. 11

- Move It! CCC Lone Tree Room 462 @ 2 to 2:30 p.m.

## **Tuesday, Dec. 12**

- "Why We Fail to Change and 3 Simple ways to Succeed" webinar, at noon. Sign up at [www.mywellsite.com/NAPEBT](http://www.mywellsite.com/NAPEBT)

## **Wednesday, Dec. 13**

- "Stress Resilience" webinar, at 3:15 p.m. Sign up at [www.mywellsite.com/NAPEBT](http://www.mywellsite.com/NAPEBT)  
- Meet Me Downtown Heritage Square @ 5:15 p.m. (registration required)

## **Friday, Dec. 15**

- Crossword Puzzle due to a Wellness rep by 5 p.m.

## **College Council busy last week with full agenda**

College Council met last week and reviewed the following:

- 131-3 Security and Access to College Facilities Procedure (revision)
- 207-01 Payroll Procedure (new)
- 207-02 Accounts Payable Procedure (new)
- 207-03 Accounting, Auditing, and Financial Reporting Procedure (new)
- 207-04 Reporting Dishonest or Fraudulent Conduct Procedure (new)
- 207-05 Capital Assets Procedure (new)
- 207-06 Custodial Credit Risk Procedure (new)
- 308-01 Faculty Credentialing Procedure (revision) Note: This procedure will be renumbered 310-01 after the District Governing Board approves the related policy.
- 501-01 Admission Requirements Procedure (revision).

Updated versions of these procedures are available on the College's [policy and procedure website](#).

Want to know when Winter Break will be in 2018 and 2019? College Council approved the Academic Calendars for the 2018-19 and 2019-20 school years, and they will be published on the Registration and Enrollment Services website soon. The Academic Calendar contains important dates, including term beginning and end dates; deadlines for adding and dropping classes; 100 percent refunds and petitions; observed holidays and planned College closures.

Finally, College Council is starting the process of reviewing and updating their bylaws and will be discussing those over the Spring semester.

Want to learn more about College Council? You can find more information on the [College Council Intranet](#) site.

## **Faculty Senate meets Dec. 15; welcomes input**

The Faculty Senate meets Friday, Dec. 15, 11:30 a.m. to 1 p.m., in the APS Room on the Lone Tree campus.

The Faculty Senate welcomes input from all employees, and we want to hear your

concerns and ideas for improvement in student success and to help us work as a team to bring issues to the forefront. If you have something that you would like for the Faculty Senate to discuss, please fill out an Agenda Request Form that is located on the CCC website. Questions and concerns may be sent to [faculty.senate@coconino.edu](mailto:faculty.senate@coconino.edu).

Agenda items for Friday's meeting include: Input on Open Pathway Quality Initiative; Senate review and scission of 2016 Organizational Input Survey; constitutional amendment review; schedule for spring semester; and committee updates.

## Don't forget to complete the Safe Colleges training

All CCC employees are required to complete the "Safe Colleges" training. Here is a list of Frequently Asked Questions from Human Resources:

- **Wait, I've already done the Title IX training module. Do I have to do it again?** Yes, if you were with us last academic year, you did complete the Title IX module, but guess what? You have the glorious opportunity to do it again, and because it's fresh in your mind, it'll be a breeze this time.

- **Why do I have to do it again?** There are numerous training programs that must be refreshed on a regular basis to meet compliance standards. Title IX is one of them. Normally, the refresh will take place about every three years; however, because last year was our inaugural year, we had to get everything done at once. Thus, we had seven modules to complete. Luckily, this year, we just have three. Lastly, consider this a warning that Title IX will come back again in about three years.

- **Do I have to print out the certificate at the end?** No, but it's good practice to do so. Once you reach the program conclusion, the system is supposed to recognize your completion. If you trust "the system," don't print the certificate.

- **Do I need to do my training now?** Yes! We've already had three months to complete three modules, and now, it's time to do them if you have not already done them.

- **What happens if I don't complete them?** You will be hounded by HR on a constant basis until the Safe Colleges training program becomes more appealing to interact with than us.

- **I absolutely love, love, love online training programs, and I noticed that there is a table for other trainings. May I click it?** Yes, you have full access to any of the 50-plus training modules available in the system. Go forth and conquer!

## Be sure to get in those timesheets

With the upcoming College holidays, payroll will be processed and paid on its regular schedule. However, due to the upcoming holidays and scheduled campus closures, the timesheet due date may be earlier than the 15th and/or the end of the month. Please ensure that your timesheet and leave slips are submitted by the scheduled due date noted below:



- Pay period 1: Dec. 16-31, timesheet due Monday, Dec. 18, before 3 p.m.

Note: Timesheets received after the due date for a given pay period will be processed in the next pay period. Supervisors, please make sure your direct reports' timesheets have the employee's name, correct funding source, all errors are corrected and all necessary approvals and signatures are obtained before submitting into payroll. Any correction received during the payroll processing will be adjusted in the next pay period.

## Sign up to get W-2 electronically for tax time

It is almost tax time again. There is one simple thing that CCC employees can do to get a W-2 electronically and be able to print it on demand: Sign up for the online W-2 reporting through Self-Service Banner. It's safe, secure and saves CCC money. The printable W-2 form is IRS approved, so if you need to print it for your tax return, you can. There is no limit to the amount of times you can view and print your online form.

If you plan to retrieve your W-2 electronically, please make sure your election is in place by Dec. 31, 2017.

### Instructions for Consent to Receive Your Form W-2 Electronically

Log into Web4 from Quicklinks using your Comet ID. Select the "Employee" tab and click on the "Tax Forms" link. Select the "Electronic W-2 Consent" link. Read the statement and check the "Consent to receive W-2 electronically" box. Click "submit" and your choice will be saved (**the page will not refresh**).

For questions regarding the electronic form W-2, please contact the Payroll Office at [Bess.Goh@coconino.edu](mailto:Bess.Goh@coconino.edu).

## Changes made to inclement weather process at CCC

If the weather requires CCC to adjust the hours of operations, CCC will have either a delayed start or close for the entire day. If there is a delayed start, CCC will open campuses at 10 a.m. If your class starts before 10 a.m. and extends beyond 10 a.m., please make sure to attend the remainder of that class after the College opens. All classes that start and complete before 10 a.m. will be canceled. If CCC is closed for the day, all day and night classes will be canceled.

According to Kurt Stull, CCC's Executive Director of Facilities and Security, the Facilities staff works hard to make sure the roads and sidewalks are cleared for access to campus. Please exercise due caution, slow down and give yourself extra time traveling to and while on the CCC campuses.

On days of inclement weather, CCC employees and students can get information about CCC's hours of operation by checking the website at [www.coconino.edu](http://www.coconino.edu), the official [Facebook page](#), by calling 928-527-1222, or by signing up for Rave, the College's emergency notification system, to receive a text or email. This can be done by filling out a Vehicle Registration Parking Form. If you do not drive on campus but still would like

to sign up, please see Security for more information. You may also listen to local weather stations to receive updates.

When needed, the notifications will be sent out by 6 a.m. on the day of inclement weather. If the weather event occurs during the day, a decision on evening classes will be made by 4:30 p.m.

For more information, visit the Emergency Closure Procedural Guidelines [here](#).



The banner features the Coconino Community College logo at the top left. The main title 'Faculty Of The Year Awards' is in large, bold, white letters with a blue outline. Below the title, a circular badge with a yellow border contains the text 'STUDENTS, FACULTY & STAFF' and 'NOMINATE' in large red letters, with 'A faculty member for faculty of the year' written below. To the right of the badge, the text reads 'Nominate Your Instructor For Faculty Of The Year' in orange and white, followed by 'Deadline for nominations is Friday, March 2, 2018' in white. Below this, it says 'Nominate Your Instructor Here' in orange, with three white arrows pointing down to the URL 'www.coconino.edu/faculty-of-the-year-nomination' in white.

## Time to nominate Faculty of the Year for 2018

The Coconino Community College Faculty of the Year nominations for 2018 are now open.

Students and faculty now have the opportunity to nominate an instructor at the College to receive the annual honor. The deadline for nominations is Friday, March 2, 2018.

To nominate an instructor, visit the nomination page [here](#).

## Upcoming Events

- LISTENING SESSION: Wednesday, Dec. 13, 11:30 a.m. to 1 p.m., Lone Tree Board Room. Pizza will be served!
- DGB MEETING: Wednesday, Dec. 13, beginning at 4 p.m., Lone Tree Board Room. The CCC District Governing Board will meet.
- TLC OPEN HOUSE: Thursday, Dec. 14, 9 a.m. to noon, Lone Tree TLC Room. Get to know what the TLC does for the College!
- COOKIE CONTEST: Thursday, Dec. 14, 12:30 to 1:30 p.m., in the Lone Tree Faculty Break Room. Win one of five embroidered mitts with a tasty recipe, or just come for the delectable delights.
- STAFF FORUM: Thursday, Dec. 14, 2 to 3:30 p.m., in the Lone Tree APS Room. The forum will be discussing important issues, including proposed changes to

employee benefits. Hope to see you there.

- GET THE SCOOP: Friday, Dec. 15, 1:30 to 3:30 p.m., at CCC Page. Food, fun, information and meet the CCC instructors who will be traveling to Page every other week to teach science and math classes beginning in the Spring semester.
- WINTER BREAK: CCC will be closed for Winter Break beginning Thursday, Dec. 21, and running through Jan. 1, 2018. Staff returns Tuesday, Jan. 2, 2018, and classes resume Tuesday, Jan. 16 2018. Happy Holidays!